

# SPEAKER PROPOSAL GUIDELINES

## IMPORTANT INFORMATION

The IATEFL Conference is one of the key events in the global ELT calendar. The international nature of the conference provides a unique opportunity for all IATEFL members to submit proposals for inclusion in a programme, reflecting the diversity and variety of the profession.

### **The Speaker Proposal Guidelines have been updated.**

You must read **ALL** of the guidelines (information, criteria and guidance instructions for submitting) **before starting your speaker proposal**, even if you have presented at a previous IATEFL Conference.

**Speaker proposals must be submitted online at <https://conference.iatefl.org/speakers.html>**

### **The deadline for submitting a speaker proposal is**

16:00hrs UK time on Thursday 12 September 2019

**You will be emailed the result of your proposal at the end of November 2019**

### **The deadline for speakers to pay the full four-day conference fee is**

16:00hrs UK time on Thursday 12 December 2019

**You must have current IATEFL membership\* at the time of applying and you will be asked for your IATEFL membership number and password at the start of your application.**

(\*This is for Institutional Members and all types of Individual Members [including ECT, Basic, WMS, WMIS, Student & Retired]; it does not include a TA's Associate Membership.)

If you have forgotten your membership number or password, please email [membership@iatefl.org](mailto:membership@iatefl.org) and allow up to 48 hours (Monday to Friday) for your enquiry to be dealt with.

If your membership has lapsed and you wish to renew, or you wish to join IATEFL, please visit [www.iatefl.org](http://www.iatefl.org) and allow up to 48 hours (Monday to Friday) for your membership to become active from the date payment has reached IATEFL. Less time than this will not guarantee that your membership renewal/application is activated in time to submit a speaker proposal.

### **The conference programme**

The quality and number of proposals submitted for selection to the conference programme increases every year. Feedback from delegates informs the current guidelines and the criteria for selecting proposals. The selection of proposals is made by the Proposals Committee. This follows a policy of inclusivity and aims to ensure that the conference programme includes a balanced representation of:

- first-time and established presenters
- ELT topics and professional concerns
- geographical regions and countries
- different professional associations and organisations
- different teaching contexts, including the private and public sectors, business, ESP, ESOL, publishers, exam boards and other non-teaching organisations
- mainstream and alternative systems of education and development
- Research and research in progress.

**Please note:** Conference delegates will be asked for feedback on all sessions at the IATEFL 2020 Conference in Manchester in order to continue to monitor the range, quality and content of presentations.

## CRITERIA FOR SELECTION

In order to be considered for inclusion in the conference programme, your proposal must fulfil the following set of technical and content criteria.

### Technical criteria

#### A) Length of Title

Your title must be a maximum of 10 words.

#### B) Length of Abstract

Your abstract must be between 50 and 60 words.

#### C) Length of Summary

Your summary must be between 200 and 250 words.

#### D) Focussing on Publications/Products

In your abstract, you must include the names of any publications or products that will be focussed on in your presentation.

#### E) Repetition of Information in the Summary

You must not repeat your title or abstract or include any biodata in your summary.

#### F) Repeat of Session

You must not have given this session, or a version of this session, at a previous IATEFL Annual Conference.

#### G) Session Type

You must indicate what type of session you wish to present (see Types of Presentation in Section 2 below). The proposals committee will look at your preference but may programme your presentation differently, if they feel it's appropriate. Successful speakers will be informed of their session type in their acceptance letter emailed at the end of November.

#### H) Length of Session

Forum	75 minutes for 3 presentations (20-25 minutes, including Q&A, per presentation)
Panel discussion	75 minutes (for a panel of 4-5 speakers)
Poster	10 minutes
Talk	30 minutes (including Q&A)
Workshop	45 minutes (including audience participation)

#### I) Audience Focus

You must indicate the audience focus (experienced, less-experienced, primary teaching, adult teaching, etc.)

#### J) Content Categories

You must choose one or two content categories (e.g., BE, EAP, TD, General).

You must read all of the *Speaker Proposal Guidelines* BEFORE going online to submit your proposal.

## **Content criteria**

### **A) Focus**

In your abstract and summary, you must clearly indicate whether the focus of your session is mainly theoretical or practical, or a combination of both.

### **B) Clarity**

Your title should communicate what you are going to talk about to your potential audience in the programme without being gimmicky or using unnecessary technical jargon. In your abstract and summary you must clearly state exactly what you are going to talk about.

### **C) Content**

It must be clear from your abstract and summary that you have something new to say or that you plan to shed some new light on a topic.

### **D) Relevance**

In your abstract and summary, it must be clear how your audience can apply what you say to their own context. This is especially important if you are planning to describe a course, project or product, or if your presentation relies heavily on a description of a local situation.

### **E) Specificity**

If your session is based on research, it must be clear in your abstract and summary that you are going to report on a completed study or on a significant phase that has been completed and that what you report is applicable or relevant to the wider ELT sector.

### **F) Audience**

It must be clear from your abstract and summary that you have catered for the level of knowledge of your target audience which you have indicated in your choice of audience focus.

### **G) Structure**

In your summary, you must clearly outline how you are going to structure and organise your session.

### **H) Coherence**

Your session title, summary and abstract must clearly reflect each other.

### **I) Timing and Amount**

For a talk or panel discussion, it must be clear in your summary that there is sufficient time for the audience to ask questions. For a workshop, it must be clear in your summary that there will be a substantial amount of time allocated for audience participation. If your session is reallocated a different session type from what you originally submitted, you will be expected to adapt the content of your session to the length of time allocated.

### **J) Other conditions to note**

a) You will be programmed on any of the four conference days and we will let you know on which day your session takes place in your acceptance email in November. If you are not staying for the full conference, please do not book your travel until we tell you which day you are presenting on.

b) Please note that any presenter failing to deliver their presentation without first informing the Conference Organiser will not be entitled to submit a proposal for conference the following year.

c) You must ensure that you have permission to use any materials that you plan to show in your presentation and that there is nothing in your presentation that may contravene copyright law.

## **GUIDANCE INSTRUCTIONS FOR COMPLETING THE PROPOSAL FORM**

To ensure that your proposal qualifies for selection, **please read the information, proposal criteria and guidance instructions for completing the online proposal form.**

Your proposal will not be considered unless it meets the criteria and guidelines and is submitted by the deadline of **16:00hrs UK time on Thursday 12 September 2019.**

Payment of the full four-day conference fee must be received from accepted speakers by **16:00hrs UK time on Thursday 12 December 2019.** You **do not** need to pay the conference fee when submitting your proposal.

Members may submit only ONE proposal. Due to the large number of proposals we receive, no one may be involved in more than one presentation.

**Sharing your information:** By submitting a speaker proposal, you will be agreeing that IATEFL shares your Name, Affiliation and Email address with the following persons:

- Your Name and Affiliation will be passed to our Conference Programmer and, if selected to present at the conference, these details will be in the Conference Programme, on our website and on our Conference App.
- Unless you say otherwise on your speaker proposal, your Name and Affiliation will be passed to our Special Interest Groups (SIGs) for consideration to be part of a SIG Showcase. If selected as part of a SIG Showcase, your Email address will be passed to the relevant SIG Coordinator to enable them to contact you.
- If you indicate that you would be happy for your presentation to be filmed, and if we do indeed include your presentation on the filming schedule, your Name, Affiliation and Email address will be passed to the Conference Online Team to enable them to contact you.
- The Proposals Committee reserves the right to programme you in a Forum with two other presentations instead of an individual session. If this is the case, the Names, Affiliations and Email addresses of all presenters in the forum will be shared with each other in the speaker acceptance letter in November to enable you to liaise with each other. You and they must treat each other's details with confidentiality in accordance with IATEFL's Privacy Policy.

### **1 Details of presenters**

Please type your name and place of work carefully as this information will be printed in the Programme – for example *“John Smith (University of London, UK)”*. If you would like your workplace listed on your delegate badge, this information will need to be separately entered on your delegate record and does not need to match the affiliation in the Programme.

As we send all communication regarding your proposal and conference registration to the email address you enter on your conference record, please make sure it is the email address of the named presenter and is entered carefully.

If the named person is unable to attend the conference, IATEFL will not normally allow another person to present the session.

**Joint presenters must each submit their own individual record** before the deadline (12 September). See Section 11 for clear instructions on how to submit as a joint presenter.

**All presenters** must be at the conference to present; remote presenting for a conference session is not permitted.

## **2 Length and type of presentation**

### ***a) Length***

Please see Section H of the Technical Criteria for session lengths. All presenters must stick strictly to the time they are allocated. IATEFL will end any sessions that continue over the allowed time.

### ***b) Types***

If you select *Talk* or *Workshop*, please note that the Proposals Committee reserves the right to change the session type and programme you in a Forum, an ILF or as a Poster Presentation [see Sections i), ii) and iv) below].

#### ***i) Forum***

A 75-minute session that gives three speakers the opportunity to present together on a given topic, led by one of the speakers also acting as facilitator. Speakers can either present for 20 minutes followed by a 5-minute individual Q&A session, or speakers can present for 20 minutes each followed by a 15-minute group Q&A session.

If you are programmed in a Forum, the Names, Affiliations and Email addresses of all presenters in the forum will be shared with each other in the speaker acceptance letter in November to enable you to liaise with each other. You and they must treat each other's details confidentially in accordance with IATEFL's Privacy Policy.

If submitting as a planned forum, please say so on your proposals and suggest a title and which of you is to be the facilitator. Each speaker proposal must be submitted separately as three proposals make a forum. They will be evaluated on an individual basis (not as a group).

#### ***ii) Interactive Language Fair (ILF)***

A 40-minute session that starts with the facilitators outlining each presentation, followed by the audience free to visit each ILF stand as they wish. The presenters interact with the audience through a combination of handouts and other realia. Each presenter is allocated a table where you may display any material you like and bring your own laptop with interactive activities. You'll need to operate your laptop in battery mode and there will **not** be any projection facilities nor wired internet access. Please bear in mind that members of the audience will want to visit several tables in 30 minutes so traditional presentations will not be possible. You should enable interaction with your display and set things up in a way that permits your audience to drop in and move on as and when they wish.

#### ***iii) Panel discussion***

A 75-minute session allowing four or five people to present their views on a topic, after which the discussion is opened up to the audience. There should be at least 20 minutes for audience discussion.

#### ***iv) Poster***

All poster presenters are guaranteed acceptance, subject only to the normal criteria, relevance to ELT, etc. You will be timetabled to present for 10 minutes at your poster during the conference. There are no facilities in the Poster Forum for electronic equipment, internet, etc. The minimum size of a poster is A1 portrait (59.4cm wide x 84cm high) and maximum size is 70cm wide x 1 metre high. An electronic version of each poster may be posted on the IATEFL website for 12 months following the conference.

#### ***v) Talk***

A 30-minute session that describes what you are doing, or have done, in relation to theory and practice or that focusses on commercial materials or products. Its content must be of relevance and use for delegates who work outside your local context. We strongly recommend that you focus on the most salient points (3-4 points max) of your subject matter, use visual aids during the session and include some interaction with the audience. We also request you allow adequate time for a Q&A session. If you would like to restrict the size of your audience, there is a place on the speaker proposal to indicate your preferred size.

### ***vi) Workshop***

A 45-minute session which **must maximise active audience participation** through experiencing and discussing tasks provided by the presenter. You must make clear when and how you plan to do this in your proposal summary, for example, by giving a brief outline of activities that will involve the audience. If you would like to restrict the size of your audience, there is a place on the speaker proposal to indicate your preferred size. We are unable to programme workshops in rooms with moveable furniture.

### **3 Filming sessions for the online conference**

IATEFL and the British Council work together to enable ELT professionals worldwide to participate via the IATEFL Online Conference by offering video presentations of selected sessions. Please tick the box on the speaker proposal if you agree to your presentation being filmed. If you agree, and if your session is selected for filming, we will film your whole session and it will be uploaded to the the British Council TeachingEnglish website. You must ensure that there is nothing in your presentation that may contravene copyright law. Your presentation may also be featured on the IATEFL YouTube channel or other IATEFL video sites. You will retain copyright of the presentation itself and you can request that the video is removed at any point in the future. In early 2019, we will email the presenters whose sessions are shortlisted for consideration to be included on the filming list. Please note that NO session can be filmed without prior written agreement from IATEFL. If we do include your presentation on the filming schedule, your Name, Affiliation and Email address will be passed to the Conference Online Team to enable them to contact you.

### **4 Equipment**

On your proposal, please request any equipment you need. This enables IATEFL to allocate your session to a relevant room. IATEFL cannot accommodate requests at a later date. The hire cost of equipment to IATEFL is extremely high so **only request equipment that you need and will actually use** during your presentation. Please note that **no equipment** is provided in rooms as standard so you must ask for it on your proposal.

### **5 Additional information**

#### ***i) Audience focus***

These details are coded in the Programme to provide an initial filter for the delegates to decide if they would like to attend your presentation.

#### ***ii) Materials focus and speaker affiliation***

Please tell us if you are focussing on/promoting published or commercial products, and who you are talking on behalf of. As a result of continuous feedback, the speaker proposal asks you to indicate if you intend to promote or focus on a book or product in your presentation and you **must** mention the title of any book or product in your abstract. This helps delegates know before they attend a session whether there will be a particular focus on a specific product or publication, or even the promotion of one. Delegates can therefore make an informed decision on whether to attend, based on their interest in the subject or specifically on that product or publication.

### **6 Mentoring**

Mentoring offers an opportunity for speakers at the conference to benefit from the advice and support of an experienced speaker. Mentoring includes contact before the conference, e.g., by email or Skype and/or meeting up at the conference to talk things through before the session takes place. If you would like the opportunity to ask an experienced speaker for advice, please tick the 'mentee' box on your proposal. If you're an experienced speaker and are willing to act as a mentor to a speaker, please tick the 'mentor' box.

## 7 Content focus

Choose up to two content categories that reflect the main focus of your presentation. These appear in the Programme as another way of helping delegates to decide which sessions to attend. If your presentation is of a general nature tick the box *General* only. Please note the category *ES(O)L* refers to provision for migrants and refugees. Some proposals are selected to feature in a Special Interest Group Showcase based on the category. Please indicate whether you wish your presentation to be included in a SIG Showcase. The Proposals Committee or SIGs may change the content focus category that you tick if they feel it is not really relevant to that coding.

## 8 Title of presentation

Please check your title is spelt correctly and is no more than 10 words in length. It should be submitted in Sentence case, not Title Case.

## 9 The abstract

Your abstract will appear in the Conference Programme. It is on the basis of this abstract that delegates will choose whether they wish to attend your presentation, or come to view your poster. Your abstract must therefore **accurately reflect the content of your presentation**. No abstract may contain an offer of free books or other materials, although titles of any publications or products that will be mentioned during your presentation **must** appear in the abstract. Abstracts must be **50 to 60 words** in length.

## 10 The summary

All proposers are required to submit a **200-250 word** summary. Poster proposals must indicate the topic area and structure of the poster. Other proposers must outline exactly what you are going to talk about in the presentation and how the presentation will be structured. The summary will be read by the Proposals Committee as a basis for selection but will not appear in the Conference Programme. **Do not** repeat your title or abstract or include biodata in your summary. If you have to make a reference, please make it very short.

## 11 Joint presenters

If two or more people work together to submit and present one proposal, they are 'joint presenters'. **They must each be a member of IATEFL and each individually go online and submit their own conference record by 12 September 2019.** One of the joint presenters must submit the proposal online using the above guidelines and this first joint presenter then becomes the 'main presenter'. Any subsequent joint presenters for this proposal must then follow these steps:

1. Before going online, please obtain the main presenter's Booking Code so that your record can be included in that proposal.
2. Go online to begin a submission, with your membership number and password, and complete the first page (Personal info).
3. On the next page (Booking and Fees), tick the 'joint presenter' box.
4. Enter the main presenter's Booking Code in the box that will appear and your record will be linked to the proposal submitted by the main presenter.
5. Click on the "Speaker form 1" page and the proposal details will appear.
6. Fill in the field "Place of work", which will be printed in the Programme.
7. Go to the last page (Payment) to "submit" your record. You do not need to pay the conference fee at the time of submitting your record but accepted speakers must pay by 12 December 2019.
8. It will be too late to include a joint presenter after the submission deadline of 12 September 2019.

Visit <https://www.iatefl.org/web-events/qhow-toq-webinars> to watch Madeleine du Vivier's webinar on *How to write an effective IATEFL conference proposal*.